

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
GRANTS & CONTRACTS SPECIALIST (2 VACANCIES)
FISCAL DIVISION

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on current exam list or lateral transfer

Location: [Waterbury & Bridgeport](#)

Job Posting No: BM4191CO

Hours: 40

Salary: \$71,988 - \$92,585 (Annually)

Closing Date: November 4, 2013

The Department of Children & Families is recruiting for two (2) Grants and Contracts Specialist vacancies. The positions will be located in the [Bridgeport Area Office](#) (Region 1) with responsibility for the Bridgeport, Norwalk & Stamford area offices. Position #2 will be located in the [Waterbury Area Office](#) (Region 5) with responsibility for the Danbury, Torrington & Waterbury area offices.

Eligibility Requirement: [Candidates must be on the Grants and Contracts Specialist examination list promulgated by the CT Department of Administrative Services \(DAS\) at the time of appointment. State employees may apply for lateral transfer if they currently hold the title of Grants and Contracts Specialist, or have attained permanent status in the class since their most recent hire date.](#)

Knowledge, Skills and Abilities: Considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques; some knowledge of budget preparation and monitoring; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; some supervisory ability..

General Experience: Seven (7) years of experience in planning, implementation and/or management of grant programs on a community, state or federal level.

Substitution Allowed: 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Preference: Preference will be given to candidates who possess Social and Human Services work experience as well as considerable knowledge of contract preparation and management.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of supervisory references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Bernice Morgan
FAX: (860) 707-1952

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.